



## EMPLOYMENT OPPORTUNITY

# Tiny Tot Aide

(Unclassified / Part-time)  
Recruitment Number: 05-021

Salary: \$10.46 - \$12.71 / Hourly

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

### POSITION SUMMARY

The City of Chula Vista Recreation Department currently has 5 openings for the position of Tiny Tot Aide. These entry-level recreation employees generally work up to 20 hours per week. Candidates should be available and willing to work mornings, afternoons and weekends. **NOTE:** Successful completion of a criminal background check for individuals over the age of 18 and a negative test for TB will be required prior to reporting for work.

### ESSENTIAL FUNCTIONS

Under general supervision, a Tiny Tot Aide will assist in the development and implementation of age-appropriate activities such as storytelling, arts and crafts, music, games and other activities; supervise participants and ensure the safety of class participants and staff at all times; administer first aid when appropriate; monitor conditions of equipment and facilities; complete reports and collect data using computer equipment and software programs; maintain attendance records; perform light custodial duties; interpret programs for the public and performs other duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination of experience, education and training equivalent to completion of the 12<sup>th</sup> grade supplemented by 30 units in child development or a closely related field at an accredited college or university and one year experience assisting with organized group activities for children 3-5 years of age in a municipal, non-profit or commercial setting. **Licenses & Certifications:** Basic CPR and American Red Cross First Aid Certification must be attained within 30 days of employment.

**Knowledge, Skills and Abilities:** Knowledge of: basic objectives of recreational classes; activities that develop motor and learning skills such as storytelling, arts and crafts, music, games and activities. Ability to: read, speak, write and understand the English language; follow written and oral instructions; make oral presentations to children 3-5 years of age; work effectively with children, parents, co-workers and the general public; communicate clearly and concisely, both orally and in writing; work mornings, afternoons and weekends.

### PHYSICAL DEMANDS

Must be able to on a continuous basis stand and walk while supervising participants; intermittently sit, bend, squat, kneel and reach above and below the shoulders; must be able to safely lead and interact with participants in active recreation, games and group activities for pre-school age children; lift and carry supplies weighing up to 25 pounds; perform light routine custodial duties; must be able to communicate verbally in person and by telephone; must possess sufficient eyesight to supervise participants in an indoor and outdoor setting.

### APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to MediCare). The City and the employee each contribute 3.75% of the employee's salary to PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096  
Hours: 8 AM – 5 PM Monday - Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • **Job Hotline: (619) 691-5095**

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